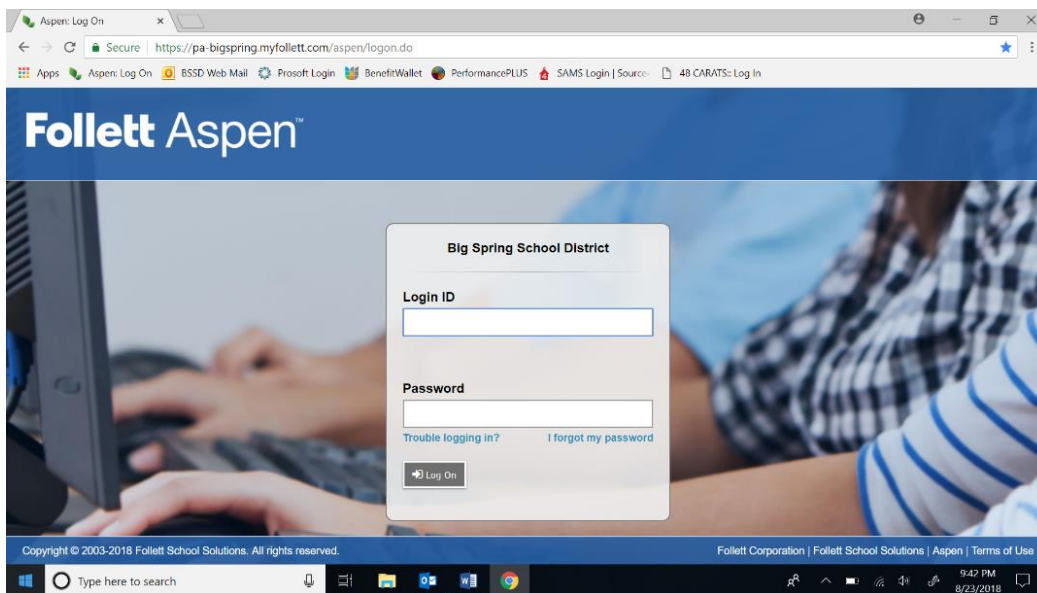


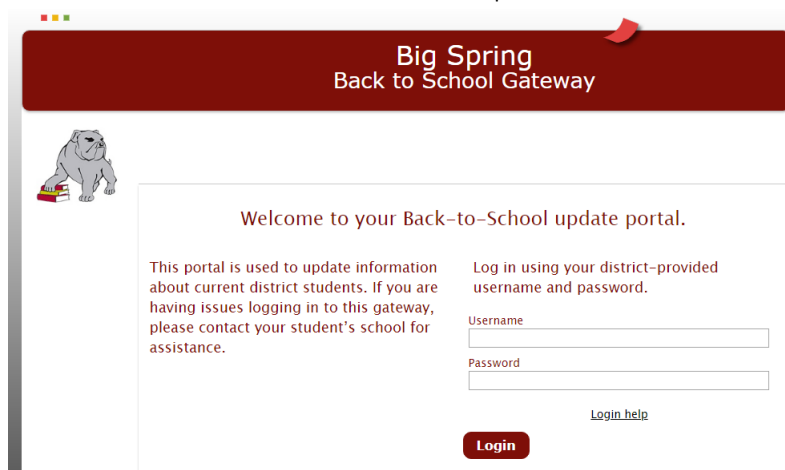
Big Spring School District Student Emergency Information Update

Parents/Guardians should log-on to the Aspen Parent Portal to complete updates to student emergency contact information and to review annual district notifications and important documents. The log-in for Aspen is <https://pa-bigspring.myfollett.com/aspens/logon.do>



The screenshot shows a web browser window with the URL <https://pa-bigspring.myfollett.com/aspens/logon.do>. The page features the Follett Aspen logo at the top. Below the logo is a login form titled "Big Spring School District". The form contains two input fields: "Login ID" and "Password". Below the password field are two links: "Trouble logging in?" and "I forgot my password". A "Log On" button is located at the bottom of the form. The page footer includes copyright information: "Copyright © 2003-2018 Follett School Solutions. All rights reserved." and "Follett Corporation | Follett School Solutions | Aspen | Terms of Use".

From the Aspen Parent Portal, the link to the Back to School Gateway system can be found on the Pages Tab under Announcements. The username for the Back to School Gateway will be the student ID number which can be located by clicking on the Family Tab and the student name. The 6-digit local identifier is the student ID number. The password will be the student date of birth. The date of birth must be entered as a 2-digit month, 2-digit day, and 4 digit year and should include the /. For example: 01/01/1995



The screenshot shows the "Big Spring Back to School Gateway" login page. The page has a dark red header with the title "Big Spring Back to School Gateway". Below the header is a white box containing a bulldog logo on the left and a welcome message: "Welcome to your Back-to-School update portal." The message states: "This portal is used to update information about current district students. If you are having issues logging in to this gateway, please contact your student's school for assistance." To the right of the message is a login form with two input fields: "Username" and "Password". Below the password field is a "Login help" link. A red "Login" button is located at the bottom of the form.

To delete an existing contact or replace an emergency contact, an Information Change Form should be completed and returned to the District Office, 45 Mt. Rock Road, Neville or can be faxed to (717) 776-4428 or e-mailed to shoover@bigspring.k12.pa.us.

To update an address for a biological parent or guardian, an Address Change Form should be completed and must include Proof of Residency and be returned to the District Office, 45 Mt. Rock Road, Neville or faxed to (717) 776-4428 or e-mailed to shoover@bigspring.k12.pa.us.